



Manager's Report

For Council Meeting May 28, 2003

FINANCE

Listed below are the new businesses licensed during this period:

Business Name

Ariza & Associates
BB & Angels Day Care
Basic Living Designs LLC
C R Home Improvement LLC
Here 'N There – Errand Services
HTR Gaming Studios
J Curcio and Company LLC
Leesburg Brewing Company
Niessen, Donald J
Northern Virginia Transcription Services LLC
NOVEC Energy Solutions Inc
Pearl Daycare
Provincial Antiques & Garden
SCR Solutions Inc
Shenandoah Residential Services
Simplify
STEPS
TCB Consulting Group
Virginia Cheerleading Academy LLC
Yasmin's Blind, Shade and Shutter Co

HUMAN RESOURCES

New Hires and Terminations for the Period May 10 through May 23, 2003

New Hires

None

Position

Department

Resignations

Karee Danner

Position

Parking Booth Attendant

Department

Finance

Terminations

None

Position

Department

PLANNING AND ZONING

MANAGER'S REPORT
DIVISION OF CURRENT PLANNING
PLAN REVIEW ACTIVITY*

* Does not include Division assignments other than plan review

PLANS REVIEWED DURING THE PERIOD OF:
MAY 6, 2003 – MAY 19, 2003

Project Name	Project Type	Submission Number	<u>Proposal Description</u>
Loudoun County Park & Ride @ Davis Avenue Extension	Sketch	1 st	Construction of a commuter parking lot
Loudoun County Park & Ride @ Westpark	Sketch	1 st	Construction of a commuter parking lot
First Citizens Bank	Preliminary/Final Development Plan	2 nd	Construction of a 8,648 square foot bank
Stratford Ryland, Landbay "E" (MF)	Final Development Plan	1 st	Construction of 300 multifamily residential units
7 Union Street	Sketch/Minor Subdivision Plat	1 st	Subdivision of a lot into 2 lots
204 South King Street	No Adverse Impact Plan	1 st	Construction of an office/apartment addition onto an existing office/apartment use
Johnson Property Subdivision/Rosebrook	Preliminary Subdivision Plat	3 rd	Construction of a subdivision to create 20 lots
Leesburg Gateway Condominiums	Easement Plat	1 st	Easement revision
Town of Leesburg North King Street Storm Drainage Improvements	Preliminary Capital Improvement Project	4 th	Construction of storm drainage improvements in the North King Street area
Loudoun County Government Building (Gilcorp)	Easement Plat	1 st	Easement Revision
South King Street Center at the Park	Variation Request	1 st	Request to waive certain public street frontage requirements
Leesburg Auto Finance Annex	Special Exception Referral	1 st	
Tollhouse Office Building	Preliminary/Final Development Plan	2 nd	Construction of a 3,500 square foot office building
Stratford Ryland Lake Facility	Revision to Approved Construction Drawings	1 st	Addition of two wells
Star Pontiac Storm Sewer	Preliminary/Final Development Plan	3 rd	Construction of storm sewer improvements
Edwards Landing Recreation Center	Revision to Approved Final Development Plan	1 st	Revisions to an approved 4,048 square foot recreation center (pool, clubhouse, tennis court and tot lot)

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
MAY 6, 2003 – MAY 19, 2003

Project Name	Project Type	Submission Number	Proposal Description
Leesburg Plaza Office Building	Revision to an Approved Preliminary/Final Development Plan	1 st	Relocation of a dumpster pad

Town of Leesburg North King Street Storm Drainage Improvements	Preliminary Capital Improvement Project	4 th	Construction of storm drainage improvements in the North King Street area
Loudoun County Government Building (Gilcorp)	Easement Plat	1 st	Easement Revision
Leesburg Gateway Condominiums	Easement Plat	1 st	Easement revision
Stowers Public Improvements/Route 621 (Town of Leesburg)	Boundary Line Adjustment Plat	3 rd	Boundary line adjustment for ROW road improvements related to construction for single family detached residential subdivision
7 Union Street	Sketch/Minor Subdivision Plat	1 st	Subdivision of a lot into 2 lots
Tuscarora Creek Overlook (previously Turner Wilson)	Rezoning Referral	1 st	Proposal to create a single family detached residential cluster subdivision
Town of Leesburg Water Pollution Control Facility Expansion	Special Exception Referral	1 st	Proposal to expand the existing water pollution control facility
Potomac Station Retail, Parcel B (Chevy Chase Bank)	Request for Authorization of Preliminary/Final Development Plan	1 st	Construction of a 3,200 square foot bank
Landa Vere Residence	Lot Grading Plan	1 st	Lot grading for residential construction
Leesburg Fire Department Building Expansion	Request for a Certification of No Adverse Impact	2 nd	Construction of a building expansion

ZONING DEPARTMENT

Special Exceptions:

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. The Planning Commission voted to recommend approval at its April 17, 2003 meeting. This application is scheduled for a public hearing at the Town Council's May 28, 2003 meeting.

SE 2002-09: Mobil Service Station – Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The applicant has recently submitted a letter requesting that no public meetings be scheduled at this time.

SE 2002-07: Star Pontiac, Buick & GMC – Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a child care center (which would be part of a larger shopping center development) for up to 198 children. The Planning Commission declined to vote on a recommendation at the April 3, 2003 meeting, and voted to recommend approval, at its April 17, 2003 meeting. This application is scheduled for a public hearing at the Town Council's May 28, 2003 meeting.

SE 2002-12: KFC/A&W. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public

hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

SE 2003-02: Leesburg Auto Finance Annex – Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission is scheduled for July 3, 2003.

Rezoning:

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council took place February 11, 2003. The application was last discussed at the April 21, 2003 Town Council worksession. Staff received revised plans on May 5, 2003. The plans are currently under review and are scheduled for discussion at the June 9, 2003 Town Council worksession.

ASE/Airport Commerce Park - Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. The applicant is making revisions to the plan and proffers. No public meetings are scheduled at this time.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. No public meetings have been scheduled.

ZONING PERMITS ISSUED 03-622-03-714**Zoning Permits Issued New Residential**

Edwards Landing 7 SFD @ \$45,000 2 SFD @ \$105,000
Kincaid Forest 1 SFD @ \$100,000
Potomac Crossing 15 SFA @ \$55,000 4 SFD @ \$105,000

Zoning Permits Issued Commercial

148 Catoctin Circle SE Interior Remodel Store Amoco Gas Station \$43,650
149 Catoctin Circle SE Car Wash @ \$80,000
149 Catoctin Circle Carwash/Detailing Center @ \$1,000,000.00
149 Catoctin Circle Carwash @ \$600,000

Occupancy Permits Residential

Stratford SFA 3 SFD 1
Kincaid Forest SFD 1 SFA 1
Edwards Landing 6 SFD
Stowers/Evergreen 1 SFD
Tavistock Farms 2 SFA
Potomac Crossing 4 SFA 2 SFD

Occupancy Permits Issued Commercial

750 Miller DR Suite C-1 Interior Fit-in Leesburg Airpark

241 Fort Evans Rd NE #841 Interior Fit-in Ecco Leesburg Outlet Mall

WATER & SEWER ADMINISTRATION

During this time frame there were 102 Public Facility Permits issued totaling \$1,023,568, 73 work orders issued for meter sets, and 84 requests for occupancy inspection were issued.

Capital Projects Update

- Sewer System, Improvements – Cardinal Park and Phase II project have been completed. Contractor is performing punch list work.
- During this period one plan was received for review within the service area, and no requests were processed for water and sewer system modeling.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule. The WPCP will also require a special exception.
- The preliminary building layout plan has been received for the Utility Lines Division (ULD) maintenance facility and reviewed. The plan will require special exception approval and will soon be forwarded to planning department. Three new layouts were received and reviewed with the final selection being fine tuned for review.
- The meter change out program is proceeding in accordance with the anticipated schedule. To date 3,500 meters have been replaced. The total numbers of meters to be installed is 12,200.
- The tank site acquisition process continues. We are still awaiting to schedule a meeting with potential new purchasers of land where Main Zone No. 2 will be located. We have also set up a meeting with Loudoun County to discuss a potential tank site in Route 643 zone near airport.
- We are awaiting receipt of preliminary plans for Woodlea Mini-Pressure Zone and report on water service to Leeland Heights residents.

WATER SUPPLY DIVISION

The town recently received the annual “Waterworks Evaluation Report” submitted by the Virginia Department of Health, based on a physical plant survey conducted on April 2, 2003. The evaluation report was very complementary and stated “The Water Treatment Plant is very well operated and maintained. We would like to thank the Town and its staff for doing such an excellent job. No deficiencies or suggestions for improvement were noted during the survey.”

Training:

- Congratulations to Joe Phillips and Beecher Hope for successfully passing their Class I Water Operator exam.
- Congratulations again to Herb Payne for obtaining his Class IV Operator's license.

UTILITY LINES DIVISION

Installations made during this period:

- New sewer lateral for Parks & Recreation at Izaak Walton Park and locate and abandon existing septic tank.

Training

- Held Badger meter training at shop (sponsored by VRWA).

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marking of water/sewer lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging;

Summary Programs:

- New connections to town utility system: 37
- Total number of water leak repairs: 1
- Responded to 540 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of May 23, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
Econ Dev	1	Admin Associate II	3/9/01	√	√	<u>On hold*</u>			
Eng & PW	1	Senior Engineer	7/1/02	√	√	<u>Frozen**</u>			
	1	Equipment Operator	3/18/03	√	√				
	1	Maintenance Worker I	5/27/03	√					
Finance	1	Parking Booth Attendant	5/19/03						
P&Z	1	Chief of Comp Planning	4/1/03	√	√	√	√	√	√
	1	Senior Planner	7/1/02	√	√	√	√	√	
	1	Senior Planner	7/1/02	√	√	√	√		
	1	Planner	7/1/02	√	√	√	<u>Frozen**</u>		
	1	Planning Assistant	2/10/03	√	√				
Police	1	Admin Assoc II	12/1/02	√	√	<u>Frozen**</u>			
	1	Police Officer	3/20/03	√	√	√			
Util Admin	1	Senior Engineer	7/1/02	<u>*On hold</u>					
	1	Utility Compliance Officer	1/2/03	√	√				
WPCF	1	Equipment Operator	4/9/03	√	√				
TOTAL	15								

*On hold = Department is not actively recruiting this position.

**Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

R.S. Noe